

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 36-2832

AIR FORCE MATERIEL COMMAND

Supplement 1

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Personnel

**MANPOWER AND QUALITY MANAGEMENT
AWARDS FOR PROFESSIONAL EXCELLENCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFMC/XPMO (Lois Parson)

Certified by: HQ AFMC/XPM
(Lt Col Dave T. Taylor)

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This supplement expands on the guidance contained in AFI 36-2832. It provides that the AFMC nominee for the Air Force Manpower and Organization Senior Civilian of the Year Award will also be awarded the Joanne B. Welch AFMC Manpower and Organization Senior Civilian of the Year Award. Joanne B. Welch was assigned to the AFLC and AFMC Manpower and Organization Divisions from 1979 until her death in 1995. She was the 1994 winner of both the AFMC and Air Force Manpower Civilian of the Year awards. Her work ethic, integrity, skill, dedication, and professionalism are an inspiration to all those who follow her. This supplement applies to all civilian employees paid through appropriated funds. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

AFI 36-2832, 28 May 1998, is revised as follows:

1. Types of Awards and Eligibility. All AFMC wing and center manpower and organization offices are eligible for the AFMC Manpower and Organization Office of the Year awards. All individuals, military and civilian, assigned to a wing or center Manpower and Organization Office, or the HQ AFMC Manpower and Organization Division are eligible for individual awards. The AFMC nominees for the Air Force-level awards will also be awarded:

- 1.1. The AFMC Large Manpower and Organization Office of the Year (13 or more authorizations).
- 1.2. The AFMC Small Manpower and Organization Office of the Year (12 or fewer authorizations).
- 1.3. The AFMC Manpower and Organization Company Grade Officer of the Year.
- 1.4. The AFMC Manpower and Organization Field Grade Officer of the Year.
- 1.5. The AFMC Manpower and Organization Junior Noncommissioned Officer of the Year.

1.6. (Added) The AFMC Manpower and Organization Senior Noncommissioned Officer of the Year.

1.7. (Added) The AFMC Manpower and Organization Intermediate Civilian of the Year (GS-11 and below).

1.8. (Added) The Joanne B. Welch AFMC Manpower and Organization Senior Civilian of the Year (GS-12 and above).

3. Nominations.

3.1. Each AFMC Manpower and Organization office may nominate itself for the Large or Small Manpower and Organization office awards, as appropriate.

3.2. Each Manpower and Organization Office and each HQ AFMC/XPM branch may nominate one person each for the Officer, Enlisted and Civilian Award categories.

3.3. The individuals and offices with the best overall ranking category will be submitted as the command nominee for the Air Force Award.

4. Selection Process.

4.1. HQ AFMC/XPM will forward ballots to the MO/XPM Chiefs for rating the nominees using a priority system for each category (#1 being first choice for the Award, #2 second choice for the Award, etc. – “rack and stack” method). Ballot scores will be tabulated by HQ AFMC/XPM staff.

4.2. (Added) Chief of Manpower and Organization, HQ AFMC/XPM, approves final selection of winners in the award categories.

4.3. (Added) The winners will be recognized with a plaque/certificate to be forwarded by HQ AFMC/XPM to the appropriate commander for presentation.

TODD I. STEWART, Major General, USAF
Director of Plans and Programs